

## Research and Information

The Bureau works to counteract traditional stereotypes of women by disseminating accurate information about their economic status in Ontario today. Priority is given to:

- preparing up-to-date fact sheets concerning the composition and distribution of the female labour force;
- identifying educational and employment resources for women;
- policy study into legislation of concern to women in the labour force;
- identifying key issues for women, with specific reference to work force participation and potential;
- maintaining contact with individuals and organizations doing research on women and work.

Through its **Communications** program, the Women's Bureau distributes many publications and provides information on a wide range of topics. In response to telephone and written enquiries, staff provides legislative, historical and vocational information, as well as referrals, to individuals, organizations and media. Speakers are available for workshops and conferences. The *Women's Bureau Newsletter* is a quarterly publication and includes material on labour market and legal issues for women throughout Ontario.

In order to ensure ready access to information by the maximum number of women, the Women's Bureau has the following publications available for distribution:

***Labour Legislation of Interest to Working Women***  
Four-page leaflet summarizing the laws concerning equality in the labour force.

### ***Pregnancy Leave in Ontario***

Informs employers and employees about the law governing pregnancy leave. Also available in French, Portuguese, Italian, Greek, Spanish, Cree and Chinese.

### ***Labour Law in Action: Eight Case Studies***

Stories about eight women who made use of labour legislation to counter discriminatory treatment.

### ***Your Rights as a Worker in Ontario***

Answers some of the basic questions a worker in Ontario may have regarding rights and responsibilities in the workplace. Also available in French, Italian, Portuguese, Chinese, Greek, Spanish, Vietnamese and Punjabi.

### ***Sex Discrimination in Employment: How to File a Complaint***

How to identify forms of sex discrimination, procedures for filing a complaint with the Ontario Human Rights Commission and the process of complaint investigation.

### ***Women in the Labour Force***

A series of fact sheets. 'Fact and Fiction' refutes some of the most common misconceptions about women in the work force. Fact sheets on 'Unions', 'Education', 'Basic Facts' and 'Child Care' are also available.

### ***Options: A Sourcebook on Employment and Education for Women***

A resource guide on programs for women. Distribution limited to counsellors, agencies and groups. Single copies only.

### ***Career Selector***

Series of seven booklets giving descriptions of training requirements and career opportunities in a wide variety of occupations.

### ***Job Search***

A self-help handbook designed to assist women who are seeking employment. It provides a step-by-step guide to choosing an occupation and developing an organized and assertive job search strategy. Also available in French.

### ***New Skills for Women: Technology and the Skilled Trades***

A brochure answering some of the most common questions relating to training and jobs in the skilled trades and technology.

### ***But... What Else Can a Woman Be?***

A collection of recent newspaper stories about young women in a wide spectrum of non-traditional careers.

## Resource Centre

Open to the public for research purposes from 9:00 a.m. to 5:00 p.m., Monday to Friday.

The Resource Centre contains:

- books, pamphlets, articles and bibliographies on subjects relating to working women;
- catalogued selection of submissions to the Royal Commission on the Status of Women in Canada;
- films about women and work: available on loan to groups free of charge.



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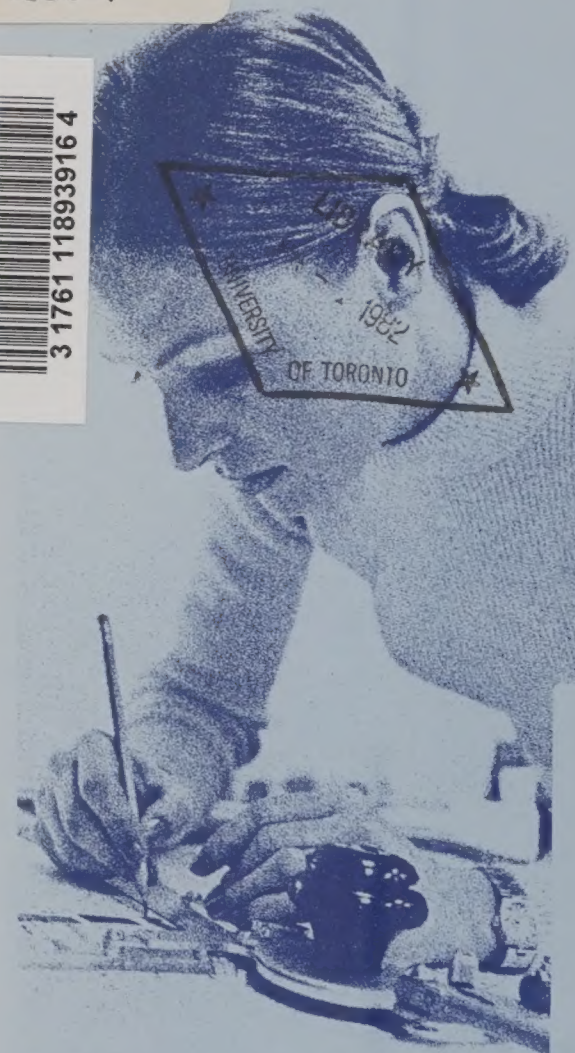
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## History

The Women's Bureau of the Ontario Ministry of Labour was established in 1963. Since that time, programs have evolved to help staff respond to the needs of women in the labour force. Activities undergo frequent evaluation to ensure they are addressing current issues.

The Bureau's prime focus is on public education. There are three major program areas — Community Outreach, Affirmative Action and Information and Communications. Each of these programs is concerned with the elimination of traditional stereotypes of women in the labour force.

## Mandate

In the past two decades, the female labour force has more than tripled, resulting in new social and economic challenges. Income studies by Statistics Canada have shown that women earn much less than men in similar occupations. This appears to be due not only to differences in seniority, job level and qualifications but also to their sex.

Working women tend to be clustered in a small number of occupations, traditionally considered as women's work, which are characterized by low pay. Almost two-thirds of all female workers are segregated in clerical, sales and service occupations. Women have been greatly underrepresented in the skilled trades and in many of the professions. They comprise only four per cent of managers.

The Women's Bureau is attempting to alter this situation by working to change discriminatory attitudes towards women through research, education and the effective utilization of labour legislation.

## Community Outreach

### ***Outreach to Low Income, Immigrant and Native Women***

The objective of this program is to provide relevant information and referrals to agencies working with low income, immigrant and native women, thereby assisting them to participate more fully in the changing status of women's social and economic life. Liaison is being developed with such groups to:

- inform them of their legal rights, in their own languages, where necessary;
- identify their needs and problems and work toward such changes in government policy as would be beneficial to them;
- foster services designed to meet their special needs.

### ***Advisory Services on Employment Counselling***

This program encourages the establishment of a network of pre-employment and employment counselling services at the community level for women throughout Ontario by:

- providing consultative services for those agencies, institutions or groups (public or private) which might be involved in occupational counselling;
- acting in an advisory capacity to those setting up such services;
- developing kits of relevant materials.

The Bureau is a province wide service and therefore cannot provide job counselling on an individual basis nor offer job placement services. Women in need of vocational counselling can, however, call for a referral to the appropriate agencies.

## Affirmative Action Consulting Service

Affirmative action is the term used for any plan which promotes full equality between groups of people in their access to educational and job opportunities. It works to correct the present consequences of past discrimination.

Affirmative Action implies wider employment options for women at every level. It is not concerned solely with moving women into management.

The Bureau's consulting service is a resource for employers and unions concerned about encouraging equal employment opportunities for women. Employers are encouraged to establish formal Affirmative Action programs. Unions, trade and professional associations are encouraged to support the establishment of such programs.

Consultants are available to these organizations to provide assistance and advice relating to a wide range of employment policies and practices as they affect the careers of women employees.

For clients, the consulting service initially provides:

- discussion of basic issues with senior executives
- audio visual presentation to key personnel
- continuing consultation as requested
- resource material relevant to the establishment of Affirmative Action programs, and related personnel issues.